United States Marine Corps

Road Map

The road to success for

Administration Clerk 0151

Marine Corps Combat Service S
upport Schools, Camp Johnson

17-Feb-04

Upon graduation from MOS school, Marine receives brief on: Future MOS courses, MCI's, PME, and college courses.

Gaining Command:
Realigns, supports, and enforces the road map.

1st Year

MOS

- Complete Recruit Training
- Complete MCT (Test for Military Academic Skills Program (MASP))
- Complete Personnel Clerk Course (PCC) (Receive MASP Training)

PME

- Complete MCI (3420E) Personal Finance
- Complete MCI (0118) Spelling

VOLUNTARY EDUCATION

- Test out of MASP (If required)
- Computer Class (Microsoft Applications)

DUTY

- Battalion or Squadron S-1 Office

SPECIAL DUTY

- Not recommended until the rank of Corporal

0151-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson

2nd Year

MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Complete MCI (033N) Fundamentals of Marine Corps Leadership
- Complete MCI (0131H) Correspondence Procedures
- Complete MCI (0144) The Unit Mailroom Clerk

VOLUNTARY EDUCATION

- Currently there is no apprenticeship program available. College courses that are MOS related and can be used for the following degree, A.A.S. Office Systems Technology Certification at Coastal Carolina Community College:
  - MAT 115 Mathematical Models
  - BUS 110 Intro to Business
  - OST 223 Machine Transcription I

DUTY

- Battalion or Squadron S-1 Office

SPECIAL DUTY

- None recommended until the rank of Corporal

0151-0193 Road Map

3rd Year

MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Complete MCI (0138A) Order Writing Clerk
- Complete MCI (0144) Punctuation
- Complete MCI (1334H) Math for Marines
- Read at least 2 books from the U. S. Marine Reading List

VOLUNTARY EDUCATION

- The following college courses are recommended at Coastal Carolina Community College:
  - OST 224 Machine Transcription II
  - CIS 120 Spreadsheet I
  - CIS 154 Database Utilization
  - OST 135 Advanced Text Entry & Formatting
  - OST 233 Office Publication Design

DUTY

- Battalion or Squadron S-1 Office

SPECIAL DUTY

- None recommended until the rank of Corporal

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Marine Corps Combat Service Support Schools, Camp Johnson

4th Year

MOS

- Attend Intermediate Personnel Admin Course (IPAC) (Cpl-SSgt)
- Attend Reserve Administration Course (RAC) - If Reserve or I&I duty

PME

- Attend Corporal's Course (Resident)
- Complete MCI (8010) Sergeants Distance Education Program
- Complete MCI (0143A) Legal Administration Clerk
- Complete MCI (0112) Counseling For Marines
- Read at least 2 books from the U. S. Marine Reading List

VOLUNTARY EDUCATION

- Continue towards an A. A. S. Degree
- The following college courses are recommended at Coastal Carolina Community College:
    - OST 164 Text Editing Applications
    - ENG 111 Expository Writing
    - ACC 115 College Accounting
    - ENG 114 Professional Research
    - OST 236 Advanced Word Info Process

DUTY

- Battalion or Squadron S-1 Office

SPECIAL DUTY

- Recommend the following upon promotion to the rank of Corporal
    - I&I Staff Tour

0151-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson

Sergeant

MOS

- Attend Intermediate Personnel Admin Course (IPAC) (Cpl-SSgt)
- Attend Reserve Administration Course (RAC) -If Reserve or I&I duty
- WO package if desired (8 yrs)
- Advanced Personnel Admin Course (APAC) is required only if applying for WO

PME

- Attend Sergeant's Course (Resident)
- Complete MCI (7100) SNCO Career Distance Education Program
- Complete 1 MCI (Designated by SNCOIC)
- Read at least 2 books from the U. S. Marine Reading List

VOLUNTARY EDUCATION

- The following college courses are recommended to complete the A.A.S Degree in Office Systems Technology at Coastal Carolina Community College:
  - CIS 120 Business Law I
  - OST 286 Professional Development
  - OST 289 Office Systems Management
  - PSY 118 Interpersonal Psychology

- If recommended PME is complete, the remaining credits for the Coastal Carolina Community College A.A.S. may be awarded towards core credit requirements and electives, based upon the American Council on Education.

DUTY

- Recommend one of the following duty assignments:
  - Section Chief (PAC)
  - Admin Clerk (MFL/MFP, MEF, RS, MCD)

SPECIAL DUTY

- Recommend one of the following duty assignments:
  - I&I Staff Tour
  - "B" Billet
  - Joint Tour

0151-0193 Road Map

Staff Sergeant

MOS

- Advanced Personnel Administration Course (APAC)
- Returning from a “B” Billet, recommend attend IPAC if not attended previously
- Attend Reserve Administration Course (RAC) - If Reserve or I&I duty

PME

- Attend SNCO Career Course (Resident)
- Complete MCI (8200) SNCO Advanced Distance Education Program
- Attend Formal School Instructor Course
- Read at least 2 books from the U. S. Marine Reading List

VOLUNTARY EDUCATION

- Commence work on a Bachelors Degree
- Degree Completion Program

DUTY

- Recommend one of the following duty assignments:
  - Section SNCOIC (PAC, S-1, G-1)
  - Admin Chief (Sqdn, Bn, MSSG)

SPECIAL DUTY

- Recommend one of the following duty assignments:
  - HQMC
  - I&I Staff
  - Instructor
  - Joint Tour

0151-0193 Road Map

Gunnery Sergeant

MOS

- Advanced Personnel Administration Course (APAC)
- Attend Reserve Administration Course (RAC) - If Reserve or I&I duty

PME

- Attend SNCO Advanced Course (Resident)
- Complete MCI (7400) Warfighting Skills Distance Education Program
- Read at least 2 books from the U. S. Marine Reading List

VOLUNTARY EDUCATION

- Complete any Bachelors Degree requirement
- Degree Completion Program

DUTY

- Recommend one of the following duty assignments:
    - Admin Chief (Group, Regt)
    - Section SNCOIC (PAC, S-1, G-1)
    - SNCOIC IPAC (3500 Records)
    - Admin Chief (Sqdr, Bn, MSSG)

SPECIAL DUTY

- Recommend one of the following duty assignments:
    - Drill Instructor
    - HQMC
    - I&I Staff Tour
    - Instructor
    - Joint Tour
    - Marine Security Guard
    - MCAAT
    - Recruiter

0151-0193 Road Map

Master Sergeant

MOS

- MOS requirements complete

PME

- Read at least 2 books from the U. S. Marine Reading List
- Attend E-8 Seminar

VOLUNTARY EDUCATION

- Begin work on Masters Degree

DUTY

- Recommend one of the following duty assignments:
  - Admin Chief (MEF, MSC)
  - SNCOIC PAC, S-1, G-1 (6000 Records)

SPECIAL DUTY

- Recommend one of the following duty assignments:
  - SNCOIC MCAAT
  - I&I Staff Tour
  - HQMC
  - SNCOIC Personnel Admin School
  - Joint Tour

0151-0193 Road Map

Marine Corps Combat Service Support Schools, Camp Johnson

Master Gunnery Sergeant

MOS

- MOS requirements complete

PME

- Read at least 2 books from the U. S. Marine Reading List
- Attend Russell Leadership Conference

VOLUNTARY EDUCATION

- Continue towards Masters Degree

DUTY

- Recommend one of the following duty assignments:
  - Admin Chief (PAC, MFL/MFP, MEF)
  - SNCOIC PAC, G-1 (7000 + Records)

SPECIAL DUTY

- Recommend one of the following duty assignments:
  - HQMC
  - Joint Tour

0151-0193 Road Map

Marine Corps Combat Service S upport Schools, Camp Johnson

Coastal Carolina Community College

A.A.S. Office Systems Technology = Administrative Clerk Course

A.A.S. Office System Technology 67SHC Administrative Clerk Course

ACC115	College Accounting	4	
BUS110	Intro to Business	3	
CIS120	Business Law I	3	
CIS120	Spreadsheet I	3	
CIS154	Database Utilization	2	
CIS172	Intro To Internet	3	Intro To Internet 3 SHC
ENG111	Expository Writing	3	
ENG114	Professional Research	3	
MAT115	Mathematical Models	3	
OST131	Keyboarding	2	Keyboarding 2 SHC
OST134	Text Entry & Formatting	3	Text Entry & Formatting 3 SHC
OST135	Advance Text Entry & Format	4	
OST136	Word Processing	2	Word Processing 2 SHC
OST137	Office Software Applications	2	Office Software Applications 2 SHC
OST164	Text Editing Applications	3	
OST184	Records Management	2	Records Management 2 SHC
OST223	Machine Transcription I	2	
OST224	Machine Transcription II	2	
OST233	Office Publication Design	3	
OST236	Advanced Word/Info Process	3	**RECOMMENDED BY ACE 14 SHC**
OST286	Professional Development	3	
OST289	Office Systems Management	3	
PSY118	Interpersonal Psychology	3	
	Humanities/Fine Arts Elective	3	

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Semper Fidelis

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upport Schools, Camp Johnson